

UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA, FLORENCE DIVISION

## COPY IDENTIFICATION FORM

Company/Firm: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
(Name of person completing this form)

Case No: \_\_\_\_\_ Case Name: \_\_\_\_\_

Is case opened or closed? \_\_\_\_\_ Judge: \_\_\_\_\_

### DOCUMENTS TO BE COPIED:

Document No. and/ or Date Filed	Name/Description of Document (motion to compel, order, memorandum etc.)	No. of Pages

*Please continue on back if more room needed.*

*For office use only:*

**M&M: Please copy as indicated and bill the attorney/company listed above.**

File picked up from clerk's office: \_\_\_\_\_

Date/Time

Initials

File returned to clerk's office: \_\_\_\_\_

Date/Time

Deputy Clerk

# INSTRUCTIONS FOR COPY REQUESTS

## DOCUMENTS 10 PAGES OR LESS:

A copy request for documents 10 pages or less will be handled by the Clerk's Office and must be paid for when the copies are made. The copy fee per page is 50 cents. The deputy clerk will call you as soon as the copies are completed. The turnaround time for copies is two days. If you need an expedited copy, please indicate so on the Copy Identification Form ("Copy ID Form").

## DOCUMENTS MORE THAN 10 PAGES:

A copy request for documents 10 pages or more will be handled by M&M Copy World, the company awarded the printing contract in the Florence area. Before M&M can copy documents, you must complete a Copy ID Form (available at the Clerk's office or we will be happy to fax a form to you). The basic instructions are as follows:

1. Complete "Copy ID Form" and fax or deliver it to the Clerk's Office.
2. After the Clerk pulls the documents to be copied, he or she will send the file to M&M along with the Copy ID Form.
3. You are responsible for contacting M&M to make payment arrangements and discuss pick-up and/or delivery of copies. M&M will advise you of their fees. Their address and phone numbers are as follows:

M&M Copy World    1210 W. Evans Street, Florence, SC 29501  
Phone: 843-662-2412

## FILES LOCATED AT THE FEDERAL RECORDS CENTER:

If a file is located at the Federal Records Center in Georgia, you must pay a \$45.00 retrieval fee at the time you request the file and/or copies. Once the Clerk's Office makes a request for the file to the Federal Records Center, it will take approximately one week to receive the file in the Clerk's Office. Once we receive the file, your copy request will be completed as explained above.

## SCHEDULE OF OTHER SERVICES:

Certification per document.....\$ 9.00  
Record Search (per name).....\$26.00

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